

# PVS Rentals @ HomesInTaylorville.com

## Move-Out Procedures & Checklist

**Experience indicates you should allow a minimum of one full day for cleaning AFTER Property is Empty**

**Your home is expected to be ready for new tenants to move in without any additional cleaning required.**

Please use the following checklist as a guide to completing your move out, and to help you avoid deductions from your security deposit. Completing this checklist will speed up the return of your deposit. This list, in conjunction with your original check-in inspection sheet, and any maintenance completed during your occupancy, will be used for your checkout inspection. Move out Cleaning is not your regular weekly cleaning. We encourage you to Deep Clean Your Stove, Washer, Dryer, Microwave, Dishwasher, Refrigerator, and Bathtubs PRIOR to your cleaning day, then once cleaning day arrives, you can easily touch up your cleaning. Most of the time we either have tenants scheduled to move in right away, or work scheduled to be done. Therefore, it is imperative that you stay with your scheduled move-out date.

**The Following Information is provided to help you get your security deposit returned without any misunderstandings:**

Submit your 30-day Notice to vacate and schedule your Final Move-Out Inspection.

According to the terms of your Lease, PVS Rentals / HomesInTaylorville has 30-days to return your security deposit. Security deposits will be mailed to the forwarding address left with the office within 30days after the move-out inspection.

**If you are hiring a professional cleaner, give them this list** to ensure they do not miss items. Some of the following items pertain mainly to single-family homes and Duplex's. If you are not responsible for maintaining the following items, then simply skip them. If you have any doubt, please contact us.

Any changes made to the home by you during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments or area rugs, they must be put back in place for inspection.

**UTILITIES** MUST be on at the time of move out inspection and remain on at least 24 hours after your move out to allow for any repair work or cleaning to be completed.

**PAINTING** Please remove all nails---DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, or touchup paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear. (Paint found left in the home is only for possible color matching, not to be used for painting home)

**CARPET & TILE CLEANING** Tenants are required to have all carpets & Floor Tile **PROFESSIONALLY CLEANED** at the time of Move-Out. This must be completed after you have completely removed all your belongings and vacated the property. A Receipt from a Professional carpet cleaning company must be provided to us at your final inspection. DO NOT rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable. Be sure to have any spot treatments or pet treatments done as needed. If any Odors or Pet Odors re-surfaces after you have vacated the property, the tenant will be responsible for charges incurred to remove the odor. If the cleaning is not done to our satisfaction, tenants will be charged for any additional expense. **IF you have Pets** the additional is required and must be notated on the receipt: DEFLEA, DETICK & DEODERIZE, if not notated on the receipt \$40 will be charged for PVS Rentals to have this done. **IF YOU DO NOT PRODUCE YOUR RECEIPT AT MOVE OUT, THEY WILL BE COMPLETED, AND YOU WILL BE CHARGED.** Prior to carpet Cleaners arrival, once the room is empty, vacuum all carpets, in multiple directions, **at least twice.**

**SCHEDULE Carpet & Tile Cleaning to be performed AFTER all other cleaning completed.**

**Non-carpeted floor** should be free of stains, scratches, dust and debris; washed and waxed where waxed is called for. Be careful with hardwood floors. If you have any doubt, please contact us.

**Interior windows and sills** clean. This includes the area between the windows and storms/screens. If during your occupancy, any windows were broken, or cracked, screens torn, ripped, or have holes, this must be repaired.

**Window treatments** that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order. If you removed any, you must put them back in place unless otherwise agreed to in writing.

**Walls, ceilings, and closet interiors** must be free of smudges, grease, and food stains.

**Woodwork, moldings, trim, doors, vent covers, and baseboards** free of dirt, dust, and stains. Especially along the bottoms of the walls.

**Light bulbs** in working order, the proper type of bulb in the socket, and light fixtures/globes cleaned.

**Smoke detectors** in working order. (If it is beeping, you need to replace the battery. It takes a 9-volt battery).

**Exhaust fans/vent covers** should be in working order and free of dust and grease.

**Kitchen cabinets, shelves, drawers, and counter tops** free of crumbs and grease, washed inside and outside.

**Refrigerators/Freezers** washed/cleaned inside and outside. If on wheels, they must also be pulled out, and all dust and dirt is removed from the back, sides, floor, and walls surrounding the refrigerators/Freezers. (DO NOT TURN OFF after cleaning. Windex and a sponge works well on removing stubborn particles in the plastic shelves).

**Stoves, ovens, cooktops, and microwaves** cleaned inside and outside. (Do not use steel wool on appliances; plastic scrub pads work the best. Most stovetops can handle oven cleaner. Test a spot, but do not use oven cleaner on control panels. In addition, do not use oven cleaner in self-cleaning ovens. Use the appropriate stovetop cleaner for Smooth Top Stoves. If your stove is a smooth top, we suggest the following cleaning method: Wipe Down with Vinegar, Cover with Baking Soda, Wet down a Towel, Cover Stovetop with Towel, Scrub, Scrape with plastic spatula or plastic knife, & Polish. Cleaning Suggestion: Spray the inside of the oven with an oven cleaner and let sit overnight. Be careful not to spray the painted surface or any plastic parts (i.e. oven knobs, splash panel, or clock area) Clean under the stove.

**Dishwashers** cleaned inside and outside, especially the inside lip of the door. A used toothbrush can be very helpful.

**Sinks, faucets, and garbage disposals** washed out and wiped clean. (Windex will enhance the appearance after being washed).

**Kitchen walls and floors** washed, and free of food stains, dust, dirt, and grease. Any floors that require oil soap or wax must be done accordingly.

**Bathroom floors and walls** cleaned. This includes the grout and caulking. (According to your lease, the cleaning of grout and caulk are your responsibility. If the caulk around the tub or shower is showing any signs of mold, and cannot be cleaned, you must have it re-caulked. (Windex will enhance the appearance of tile after being washed, and will remove soap residues).

**Tubs, showers, sinks, and toilets** cleaned, disinfected, and free of soap scum and cleanser residues. (Windex will remove any residues. Stubborn stains and bath mat residues can be cleaned using spray oven cleaner. Leave sit for a few hours and rinse).

**Medicine chests, vanities, and drawers** cleaned inside and outside.

**Basements, laundry rooms, and utility rooms** free of dust, dirt, cobwebs, and debris. Especially in-between ceiling beams of unfinished ceilings. Everyone seems to forget this!!

**Furnace Filters** changed & Air Vent Covers must be free of dust. If you don't do this, you will be charged to service the HVAC unit.

**Washing machine** wiped down and free of soap & Fabric Softener residues inside & out. All dispensers cleaned.

**Dryer** wiped down, free of lint & fabric softener residual. If lint trap full you will be charged for cleaning of the trap and hose.

**Trash, yard debris, and unwanted personal items** removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. In any case, no trash is allowed to be left in or on the property. Please take care to discard chemicals, paints, and appliances appropriately. You can be fined by the county if you do not. (Contact your trash company ahead of time, to let them know you will have a lot of trash. They can advise you on chemicals).

**Flower/plant beds** cleaned and free of weeds, leaves, and yard debris. If it was mulched when you moved in, please make sure fresh mulch is there when you move out. (Leaves and yard debris are not considered mulch, unless finely ground).

**Grass** free from pet dung, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed.

**Walkways**, steps, decks and patios must be swept and free of weeds.

If you have a **garage or shed**, please make sure it is empty & swept clean. Clean up any chemical spills. Old chemicals and paints must be discarded properly. (Contact your trash company for details). If your vehicle has **leaked oil** in the garage or driveway, the oil stain must be cleaned up. (Use Borax soap & water to clean)

**Repair** any Pet damage to Doors, Door casings, trim, and yard.

**LOCK All Doors** & windows before Leaving the Property. **Leave all remotes**, (garage door & ceiling fans), on kitchen counter